

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

April 9, 2008

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TITLE:	Budget Analyst
POSITION NO:	04927
LOCATION:	Director's Office, Helena
STATUS:	Full-Time/Permanent
UNION:	MEA/MFT
PAY BAND/PAY PLAN:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$39,807 - \$49,759 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications may be submitted to any local Job Service or directly to DPHHS Human Resources, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, April 16, 2008**. For further information visit the DPHHS website: www.dphhs.mt.gov

SPECIAL INFORMATION: If there are not a sufficient number of qualified applicants, a Training Assignment may be considered. In order to be eligible for a Training Assignment, applicants must possess all but two years of the required education/experience. Salary depends upon education and experience.

TYPICAL DUTIES: The Office of Budget and Finance oversees the budget management functions for the department. The Office is customer focused and team oriented, providing oversight of the department's twelve divisions, and coordination with the Governor's Office of Budget and Program Planning and the Legislative Fiscal Division.

This position is responsible for the activities of the agency related to biennial budget preparation and implementation. During legislative sessions, this position is instrumental in monitoring the department's budget development, the preparation of fiscal notes and special projects as needed.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Thorough knowledge of the Statewide Accounting, Budgeting and Human Resource System (SABHRS) and Montana Budgeting And Revenue System (MBARS); public sector budgeting

and accounting principles and practices; best budgeting practices; the organization and structure of the department; and federal and state laws and regulations as they relate to the agency.

Skills: Skill in establishing and maintaining effective and professional working relationships; providing assistance and oversight to budget and financial staff; the use of enterprise software, including SABHRS and MBARS; the use of personal computer software, including Excel, Access, Word, and Outlook; the import/export and manipulation of complex database information; and the development and operation of computer spreadsheet applications.

Abilities: Ability to provide guidance, direction and oversight to other departmental staff; accurately complete multiple tasks in a timely manner; be well organized, keeping current the status and progress of many simultaneous tasks; accurately apply and explain technical processes and communicate effectively, both orally and in writing, with diverse audiences; maintain cooperative working relationships with staff in the department's divisions and with outside parties; analyze data and detect errors; and utilize and explain systems resources.

EDUCATION/EXPERIENCE REQUIRED: A Bachelor's degree in Public Administration, Economics, Finance, Accounting, Business Administration or related field **AND** two years experience in financial analysis, budgeting, accounting, auditing, or in developing and analyzing budgets for an entity that has similar accounting and budgeting attributes. Governmental financial analysis, budgeting, accounting or auditing is desirable. Professional experience may be substituted for education on a case-by-case basis. If a fully qualified candidate is not found, a training assignment may be considered where a candidate has relevant education and experience.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev.5/03 or later);
2. The applicant's responses to the supplemental questions;
3. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
4. Photocopy of transcripts for any coursework at a college or technical school. **Transcripts due at time of interview. If applicant has difficulty obtaining transcripts you will be**

given a five-day grace period to submit them to our office after the closing date to: HUMAN SERVICES, PO Box 4210, Helena MT 59604), OR if unforeseeable circumstances occur, transcripts may be brought to interview.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: The Office of Budget and Finance operates under Pay Plan 20, which allows salary to be set based on qualifications and internal equity. Eligible state employees are provided paid health, dental, vision and life insurance. Other benefits include a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.